

F & A/RDS/PROGRAM ACCOUNTABILITY REVIEW
REVIEW GUIDE FOR THE TENNESSEE DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT-WIA

Subrecipient: _____ Monitor: _____
 Grant/Contract No: _____ Funding Source: _____ Date of Visit: _____

PARTICIPANTS ELIGIBILITY

YOUTH ELIGIBILITY DESKTOP REVIEW GUIDE

<p>Youth must be:</p> <ol style="list-style-type: none"> Between ages 14-21 Economically disadvantaged <i>20 CFR 664.200(a)</i> <p>And also meet at least <u>one</u> of the following requirements:</p> <ul style="list-style-type: none"> Deficient in basic literacy skills School Dropout Homeless, a runaway or a foster child Pregnant or parent Offender Requires additional assistance to complete an education program to secure employment <p><i>WIA T. A. Manual, September 2002; and/or E&T # 00-07</i></p> <ol style="list-style-type: none"> Has eligibility been verified? <i>CMATS WIA Program Manual</i> 		
<ol style="list-style-type: none"> Does the participant file include grievance and complaint procedures? <p><i>WIA T. A. Manual, September 2002 and/or E&T Memo # 00-06</i></p>		
<ol style="list-style-type: none"> For files that CMATS indicate supplemental data—Is there an auditable record in the file? <p><i>Training Employment Guidance Letter (TEGL) 7-99</i></p>		

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Priority Area test: 4. Did Youth deficient in basic literacy skills constitute at least 50 percent of total youth served? <i>WIA T. A. Manual, September 2002; and/or Memo # 00-07</i>		
5. Did funds spent on youth determined <u>not</u> to be economically disadvantaged constitutes more than five percent (5%) of the funds allocated for youth? <i>E&T Memo # 00-07</i>		
6. How were youth providers selected? <i>The LWIA's Request for Proposal and the rating procedures, and/or 20 CFR 663.515</i>		
	OUT-OF-SCHOOL YOUTH	
1. Do out-of-school youth meet the following criteria: A. School drop-out or B. High School Graduate that is <ul style="list-style-type: none"> • Deficient in basic skills • Unemployed or underemployed <i>WIA T. A. Manual, September 2002; CMATS Program Manual, and/or 20 CFR 664.300</i> 2. Is 30 percent of youth funding going towards serving out-of-school population? <i>WIA T. A. Manual, September 2002; E&T Memo #02-19 and/or WIA Regulations 664.310</i>		

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5% WINDOW FOR YOUTH		
<p>1. What percentage of funds is being utilized to assist youth that do not meet income criteria. Maximum allowable is 5 percent.</p> <p><i>WIA Programs Technical Assistance Manual, September 2002, and 20 CFR 664.220</i></p> <p>2. Are all TEN required elements of Youth Program being made available in the Local Area?</p> <p>A. Tutoring and study skills B. Alternative school services C. Summer Employment Opportunities) D. Paid and unpaid work experiences E. Occupational skills training F. Leadership development opportunities) G. Support services (locally defined) H. Adult mentoring I. Comprehensive guidance and counseling J. Follow-up</p> <p><i>WIA T. A Manual, September 2002; CMATS WIA Program Manual and/or 20 CFR 664.410</i></p>		

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	YOUTH COUNCIL	
1. Is the Youth Council meeting regularly? 2. Is membership attending the meetings? 3. Is there a quorum when contracts are approved and Request for Proposals (RFPs) are issued <i>All three of the above can be verified from the minutes from the meetings. If information is not provided, this should be noted as an observation, not a finding in the monitoring report.</i>		
	YOUTH PROGRAM	

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<p>1. Does the LWIA system include Youth Program components which include leadership development opportunities, such as:</p> <ul style="list-style-type: none"> • Exposure to post-secondary education opportunities. • Community and service learning projects. • Peer-centered activities. • Team leadership training. • Training in decision-making. • Citizenship training. <p><i>WIA sec. 129(c)(2)(F)</i></p>		
<p>3. Does the LWIA system provide youth referrals for supportive services?</p> <p><i>WIA sec. 129(c)(2)(G)</i></p>		

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	YOUTH PROGRAM	
<p>4. Does the LWIA system provide objective assessments for youth participants and work experiences for youth such as:</p> <ul style="list-style-type: none"> • Instruction in employability skills. • Exposure to the aspects of industry such as team work, internships, paid and unpaid community service, or job shadowing? 		
<p>5. If the LWIA has youth participants with ITAs (Individual Training Accounts), then are the participants:</p> <ul style="list-style-type: none"> • Age 18 and above. • Dually enrolled in the adult program and the dislocated worker program? <p><i>20 CFR 664.510</i></p>		
<p>6. If the LWIA system is serving disabled youth, is there documentation in place indicating that disabled youth are considered to be low-income individuals?</p> <p><i>20 CFR 664.250</i></p>		
<p>7. Does the LWIA provide other WIA Title 1 services to youth participants before deficiencies in reading and math are corrected?</p> <p><i>E&T Memo 00-02 Change 1</i></p>		